

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0744

FLSA: Exempt

**CLASSIFICATION TITLE: TRAFFIC CONTROL ELECTRICAL
SUPERVISOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/skilled work functions associated with overseeing the construction, installation, and maintenance of traffic control devices.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations; conducts training activities.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Oversees the construction, installation, repair, removal, replacement, activation, upgrade, and maintenance of traffic control devices and related equipment, which may include controllers, signals, school flashers, cabinets, conductors, loop detectors, guide wires, and hardware; ensures that equipment is installed properly.

Coordinates work activities with those of other departments, contractors, utility companies, outside agencies, or others as needed.

Reviews blueprints to plan installation work; draws plans for installation of various work zones.

Inspects intersection equipment for proper installation and operation.

Oversees general electrical wiring activities, including installation/maintenance of new wiring in buildings, removal of old electrical wiring, maintenance of wiring in manholes, and maintenance of electrical wiring on bucket truck and lift.

Oversees the performance of various skilled/manual tasks associated with department projects, which may include troubleshooting equipment problems, building control panels and cabinets, setting cabinets, mounting controller cabinets and wire fixtures, testing electric circuits, removing malfunctioning devices, assembling signs/signals, hanging fixtures and signals/signs, running electrical cables, installing conduits and guide wires, rigging pulleys, bending/shaping conduit, cutting/threading conduit, straightening bent fixtures, drilling/punching holes, sanding/painting fixtures and cabinets, checking gas/oxygen levels in manholes, placing traffic/safety cones, and flagging/directing traffic.

Oversees general cleaning/maintenance activities necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, lubricating equipment, replacing parts, cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of department parts, equipment, tools, or supplies; initiates orders for new or replacement materials; obtains price quotes or cost estimates; inspects materials upon delivery.

Maintains records of department activities.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Assists in developing and implementing departmental budget; makes budgetary recommendations; monitors expenditures.

Prepares or completes various forms, correspondence, reports, logs, work orders, lists, purchase orders, accident reports, annual reports, performance appraisals, and other documents.

Receives various forms, reports, work orders, invoices, packing slips, job applications, charts, blueprints, diagrams, specifications, code books, manuals, catalogs, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, contractors, inspectors, attorneys, law enforcement officials, utility companies, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Serves as an expert witness in court cases for the city.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in electrical maintenance; supplemented by three (3) to five (5) years previous experience and/or training that includes electrical maintenance, traffic signal installation, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Journeyman Electrical Certificate/License. Must possess and maintain a valid City of Chattanooga Electrical License. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.